



Job Seeking Skills Workshops

Open to all Job Seeking Customers

Workshop	Date	Time	Location
RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or “power-up” a current resume to get that interview! This workshop is designed for customers who are READY to write a resumé and start actively job searching.	April 2 April 10 April 12 April 25	1:00 PM—4:00 PM 9:00 AM—12:00 noon 9:00 AM—12:00 noon 9:00 AM—12:00 noon	Provo EC Lehi EC Spanish Fork EC Provo EC
INTERVIEW SKILLS: Strategize ways to gain an EDGE in the interview process. Learn to be confident in an interview, research employers, market your skills, and answer questions to enhance interview effectiveness.	April 3 April 10 April 12 April 26	9:00 AM—12:00 noon 1:00 PM—4:00 PM 1:00 PM—4:00 PM 9:00 AM—12:00 noon	Provo EC Lehi EC Spanish Fork EC Provo EC
JOB SEARCH WITH TECHNOLOGY: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications, and sending / posting resúmes—basic computer skills required.	April 4 April 17 April 19	9:00 AM—12:00 noon 9:00 AM—12:00 noon 9:00 AM—12:00 noon	Provo EC Lehi EC Spanish Fork EC
NETWORKING STRATEGIES: Spending too much time job searching without success? An estimated 80% of job offers come through networking efforts or tapping into one’s “circle of influence” to create contacts with employers. Learn how to design and implement a strategic networking plan and find employment OPPORTUNITIES in the “hidden” job market.	April 5 April 17 April 19	1:00 PM—4:00 PM 1:00 PM—4:00 PM 1:00 PM—4:00 PM	Provo EC Lehi EC Spanish Fork EC

To register for any of our **FREE workshops, call Rebecca 801-342-2655 or email mtnlandworkshops@utah.gov**

Employment Center (EC) Locations

- Provo EC
1550 N. 200 W. (Freedom Blvd.)
- Lehi EC
557 W. State Street
- Spanish EC
1185 N. Chappel Drive

For Heber and Park City workshops, call Darrin at 801-360-6889

For Nephi workshops, call Cris at 435-623-1927

Plan to arrive 10-15 minutes before the workshop begins. Workshops **START at the scheduled time.**

With respect to customers who arrive on time, **late-comers will be asked to re-schedule.**

Department of Workforce Services • jobs.utah.gov

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.